

JOBIN JOSE



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📅 04/05/1998

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📍 Dubai, UAE

PROFILE

Detail-oriented Accounts and Audit Assistant with over 3 years of experience in maintaining accurate financial records and ensuring compliance with accounting standards. Skilled in preparing comprehensive financial statements, conducting thorough audits, and analyzing financial data to support strategic decisions.

Demonstrates strong analytical and problem solving abilities.

SKILLS

- Accounting and Auditing
- Financial Statement preparation
- IFRS
- UAE Corporate Tax & VAT
- Tally ERP
- Accounts Reconciliation
- MS Excel
- Revenue Projections

LANGUAGES

English (fluent), Malayalam (native)

PROFESSIONAL EXPERIENCE

S R Pai Chartered Accountants

Senior Accountant and Audit Assistant

03/2021 – 12/2022 | Ernakulam, India

- Prepared accurate balance sheets, income statements, and cash flow statements at regular intervals.
- Performed in-depth financial analysis to guide strategic decisions and business planning.
- Conducted Statutory, Internal, GST, and Income Tax Audits for various entities.
- Proposed and implemented best practices to enhance organizational procedures and efficiency.
- Supported budgeting and financial forecasting, offering insights and recommendations based on analysis.
- Managed month-end and year-end closing activities, ensuring timely completion and coordination with teams.

S R Pai Chartered Accountants

Junior Accountant and Audit Assistant

03/2020 – 02/2021 | Ernakulam, India

- Filed Income Tax Returns for high-net-worth individuals, trusts, companies, and partnership firms.
- Executed bank and account reconciliations to ensure accuracy and resolve discrepancies.
- Assisted in concurrent audits of nationalized banks.
- Conducted internal audits and reviews to ensure financial integrity.
- Consistently met deadlines while maintaining high-quality work.

Ayyar and Cherian Chartered Accountants

Junior Accountant and Audit Assistant

09/2019 – 02/2020 | Ernakulam, India

- Applied Tally ERP and MS Excel for accurate financial reporting and analysis.
- Verified financial transactions through detailed vouching and documentation.
- Led stock audits for companies in manufacturing, trading, hospitality, and retail sectors.

EDUCATION

Institute of Chartered Accountants of India

09/2019 – Pursuing CA Final

CA Intermediate qualified

Bachelor of Commerce(Accounting)

University of Kerala

06/2016 – 04/2019 | Kollam, Kerala

Completed graduation with CGPA Score of 7.02.